



LİMİT GÖKYÜZÜNDE

SIMPLEST ESC GUIDE FOR BEGINNERS & PRACTICAL ACTIVITIES

THIS GUIDE IS CREATED DURING THE "ALL TOGETHER FOR EUROPEAN SOLIDARITY CORPS" TRAINING COURSE BETWEEN 14-20 DECEMBER 2022



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INTRODUCTION

23 youth workers & leaders met in Ankara, Türkiye between 14th-20th December 2022 to develop their knowledge about quality label, improve necessary skills and attitudes to organise ESC projects.

Most of the youth workers know that European Voluntary Service (EVS) have been running for decades and it is familiar to many young people and NGOs, however European Solidarity Corps (ESC) is a newer programme who comes with new procedures that youth workers and NGOs are not familiar to; but as well as a wider programme, it brings new and convenient possibilities. Besides the usual volunteer projects (individual and teams), ESC come with solidarity projects, Volunteering Teams in High Priority Areas and Humanitarian Aid Volunteering projects. Since 2017, the program also offers opportunities for European youth to get engaged as volunteer in their own communities.

This basic guide is a tool for anybody who would like to have a thorough knowledge of what the European Solidarity Corps is about. With this guide we aim to reach organisations, institutions, youth workers and leaders who are willing to organise their first activities under the European Solidarity Corps.

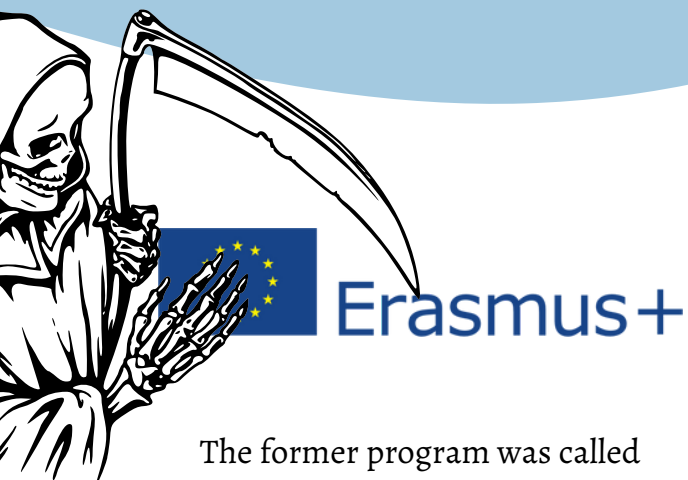


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R.I.P EVS, WELCOME ESC



The former program was called European Voluntary Service and it was inside the Erasmus+ program.



Please be aware that the European Solidarity Corps has its own logo and is not inside the Erasmus+ program.

The European Solidarity Corps is a European Union initiative which creates opportunities for young people to volunteer in projects in their own country or abroad for the benefit of local communities and people around Europe and become part of a bigger European community.

It brings together young people, aged between 18 and 30, (35 for Humanitarian aid volunteering), to build a more inclusive society, supporting vulnerable people and responding to societal challenges. It offers an inspiring and empowering experience for young people who want to help, learn and develop.

Young people are the main target group of the Corps. In particular those with fewer opportunities. They can get involved in a broad range of areas, such as: integration of migrants, environmental challenges, prevention of natural disasters, art, education and training.

WHAT'S POSSIBLE IN ESC?

The programme offers a wide range of different activities to choose from:

Volunteering offers young people the opportunity to carry out full-time voluntary experience in-country or abroad. Volunteering can be individual or in teams. Individual volunteering can last from 2 months to 12 months (and in case of young people with fewer opportunities, it can start from 2 weeks).

Volunteering teams are solidarity activities that allow teams of 10 to 40 participants from at least two different countries to volunteer together for a period between 2 weeks and 2 months. Such solidarity activities could especially contribute to the inclusion of young people with fewer opportunities in the European Solidarity Corps. Restoring cultural heritage damaged by natural or man-made disaster, catering for species threatened by extinction; organising educational activities in refugee camps can be given as an example for volunteering teams projects.

Volunteering Teams in high Priority Areas are large scale, high impact projects supporting voluntary activities carried out by young people from at least two different countries coming together to express solidarity by implementing short-term interventions that address common European challenges in policy areas defined each year at EU level.

Volunteering in humanitarian Aid as from 2022, the European Solidarity Corps opens up to the world and offers new cross-border volunteering activities in support of humanitarian aid operations in third countries. These projects are an excellent opportunity to engage as an active citizen, show solidarity to people in countries outside of the EU who have faced humanitarian disasters or need to increase their preparedness to possible disasters in the future, while learning new skills, cultures and ways of life.

Solidarity Projects, this project is for those young people who are ready to carry out projects by themselves. It gives a group of minimum five young persons the chance to express solidarity by taking responsibility and committing themselves to bring positive change in their local community. They are in-country solidarity activities initiated, developed and implemented by young people, for a period from 2 to 12 months.

For example, our Spanish partner, AJ Inter's young people created a solidarity project called "Jerez Verde" which aim is to raise awareness on climate change and environmental pollution.



WHO CAN VOLUNTEER?

European Solidarity Corps volunteering activities are open to **18-30** (up to 35 years for Humanitarian aid volunteering) year old people who are legally residing in an EU Member State, a third country associated to the Programme or in a third country not associated to the Programme and have registered in the European Solidarity Corps Portal.

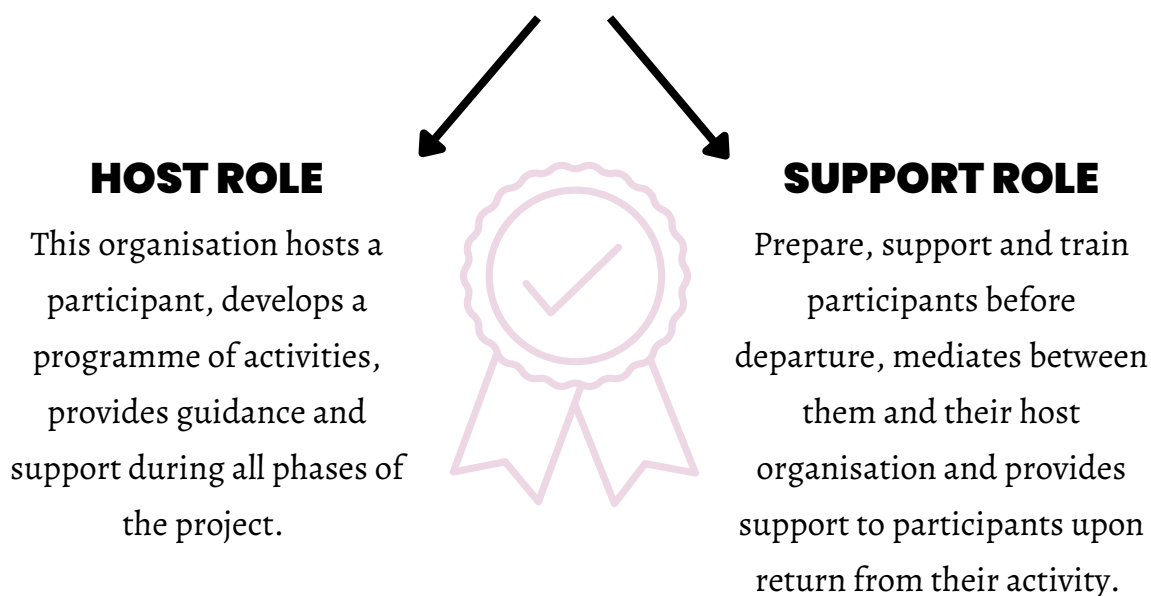
Any young person who wants to be a volunteer must be registered in the **European Youth Portal**. https://youth.europa.eu/solidarity_en

AS AN NGO, HOW TO TAKE PART IN ESC?

All organisations that wish to take part in Volunteering projects need to obtain the European Solidarity Corps Quality Label. This should be the first thing to do.

The Quality Label is a process that certifies that an organisation is able and willing to carry out high quality solidarity activities in compliance with the principles, objectives and quality standards of the European Solidarity Corps.

THERE ARE TWO MAIN TYPES OF QUALITY LABEL



*An organisation can also apply for both roles.

*All participating organisations involved in a volunteering activity must hold a valid Quality Label.

In order to apply for the Quality Label, these application forms must be filled in:

- <https://webgate.ec.europa.eu/erasmus-esc/index/>
Usually, the National Agencies take around 8 weeks to process the applications. The National Agencies work with the European Commission to manage the ESC projects.
 - Once you obtain the Quality Label, you need to submit application, later as a last step you can post your projects on the European youth portal to reach young people. Once you obtain a quality label, submitting an ESC application is simple and will not take a lot of time. You need to apply from the beneficiary module.
https://youth.europa.eu/solidarity_en
 - You can publish your project in a portal and also share it with your partners. They can also help you to find young people who have motivation and interest.
- As for any EU mobility application you need to have already an ECAS account.



The application for the Quality Label (from zero) works like as it is explained in the next page. We tried to summarise the process for you but we always suggest you to check the updated ESC Guide as well.

01
ECAS
PIC
OID

STEP ONE

Create an account here: <https://webgate.ec.europa.eu>.

Get an ECAS account, you will get PIC/OID numbers. PIC number is a 9 digit identifier that enables you to access the online application forms.

Later you should upload the needed documents. The Legal entity form in English which can be found here: <https://commission.europa.eu>, and all the other documents with proper certified translation in English, such as the registry of the organisation where the name, address, its registration number and the legal representative are clearly stated.

All the documents cannot be older than 6 months.

02
QUALITY
LABEL

STEP TWO

Work for your quality label. Look with your team all the quality label questions. Make a team work about how to reply to questions. It is important to dedicate your time to think about questions & replies for quality label.

03
PROJECT
APPLICATION

STEP THREE

Once you obtain a quality label you can develop your project. Think about the aims, results, impact of your project, list of the activities.

<https://webgate.ec.europa.eu/app-forms/af-ui-opportunities/#/european-solidarity-corps>

Apply for a grant (submit your online application for grant) of the National Agency (NA) of your country.

04
PASS
ACTIVITY
AGREEMENT

STEP FOUR

Receive grant decision. Start your project, create an volunteer offer on the youth portal (PASS), find participants make agreements together with them and supporting organizations.

If you want to create your first ESC project and do not know where to start, thinking about responses to these questions can be helpful:



Title: What is the title of your project?



Idea: Describe briefly what is your idea and of what activities it consists of?



Needs: What is the need you identified?



Objectives, expected results: What are your main aims, objectives, impacts and expected results?



Solidarity: Tell us where the element of solidarity is? How your project will support solidarity?



Target Group: For who do you want to create your project?



How do you properly monitor volunteers? Who will help volunteers?



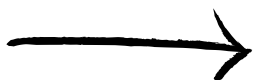
Resources: What will you need? Space, materials, equipment , etc?



Timeline: Outline the main steps.

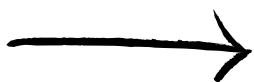
ECAS, PARTICIPANTS PORTAL, PASS?

ECAS



STANDS FOR EUROPEAN COMMISSION AUTHENTICATION SERVICE.

PASS



STANDS FOR PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM.

Everything related to the PASS can be find here:

https://youth.europa.eu/solidarity/pass_en

ECAS is just used to log in on the European Youth Portal. Basically, PASS facilitates communication easily between organisations and also between an organisation and youngsters who want to participate in projects.

Authorised organisations who also hold the ESC Quality Label can use the PASS to post their projects there but also to find other organisations to partner up with.



SELECTION OF THE PARTICIPANTS

It is convenient for a hosting organisation to have a clear and well-structured selection process made up of various steps. This aspect is useful for an organisation as it helps to fully understand the real intention and motivation of a candidate in joining the project. For example, the organisation can verify if the candidate really cares about the topic or they simply want to leave their own country/job, if they are truly find of your organisation or they see volunteering as a free travelling.

The multi-step selection process works as a “self-elimatory tool”, to candidates that are not fully motivated by the project, if they see a complicated application, they are unmotivated to fulfil the application requirements and the organisation will not receive uninspired applications.

The first suggested step of the selection process should be filling a google form, in which the association asks several questions that the candidate must answer. The length and the content of the answers are good indicators of the motivation that leads a candidate to get involved in a project and they are the first way in which an organisation can start eliminating unsuitable candidates. Beside this, it is an opportunity for organisations to know the candidate closer.

As a second step you can ask your candidates to record 2 minutes "passion proof" video where they show their motivation to take part in your project.

Other different steps could be included in the selection process should be a Zoom interview with the candidate. On this occasion, the association representatives can ask more questions to the candidate and vice versa and clarify what the organisation proposes and verify if these proposals meet the needs of the candidate.

If the candidate agrees with the project content and background and has made a great impression on the organisation, an acceptance letter can be sent with all the important details for the volunteering (e.g. starting date of the project, if more volunteers have already been accepted, etc.).

It is recommended that a hosting organisation has an infopack ready to send to potential volunteers requiring more details and be able to answer any questions related to all aspects of the project. The post of a project must contain all essential information that potential volunteers must know.

It is important to be honest with selected volunteers, to tell them all details of the project. For example,

- The volunteer might live in a small rural area
- As a transportation you might be only giving a bicycle
- Volunteer might be living mixed genders at home
- Distance of the accommodation and place to work can be far

It is good to remind everything in the Zoom meeting to the volunteer.

After selection is done, it is also good if you can make your previous & current volunteers contact with selected volunteers by Zoom or video call. New volunteers can ask questions to ex or current volunteers and that way they can feel more comfortable & ready.

An organisation can offer projects lasting from 2 months (the short term) all the way to 12 months (the long term).

AGREEMENTS AND DOCUMENTATION

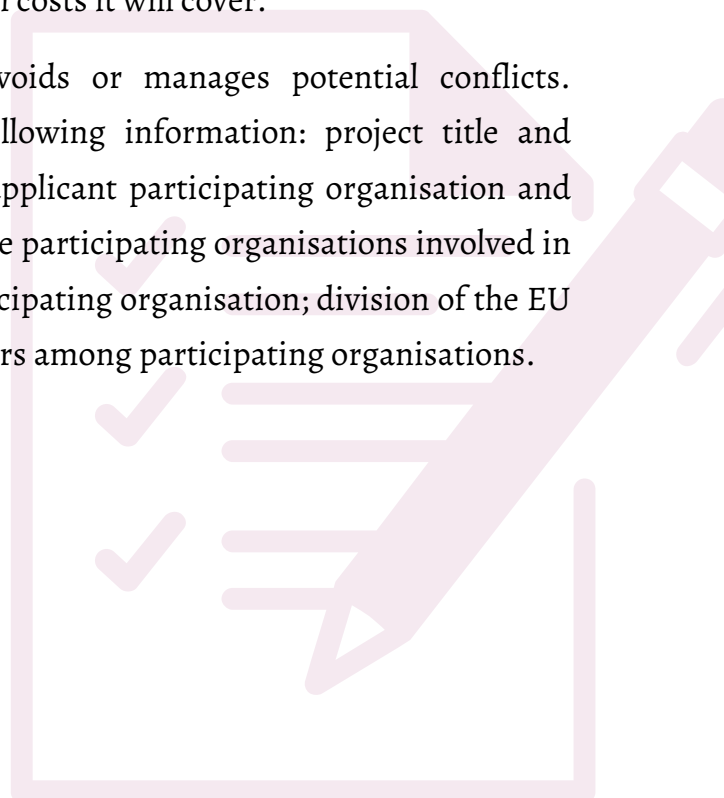
During the ESC projects there are some important documents you need to take care of. During the volunteering weeks, participants will receive pocket money and allowance. This needs to be documented in a form and sign by the participant and the hosting organisation. Templates can be found on the national website of your National Agency (NA). Other documents to take care of are an agreement between partners and with the participants and afterwards a certificate of participation for the participant.

We suggest you make these payments by bank transfer or in case a volunteer is coming from a non-EU country and the cost of transferring money is expensive, you can do it through a bank check.

Agreements between project partners

All participating organisations involved in a European Solidarity Corps project are strongly recommended to sign an internal agreement between them. Such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project. It is up to the participating organisations to jointly decide on how the EU grant will be distributed and which costs it will cover.

To have agreement between partners also avoids or manages potential conflicts. Indicatively, it should contain at least the following information: project title and reference of the grant agreement between the applicant participating organisation and the granting Agency; names and contacts of all the participating organisations involved in the project; role and responsibilities of each participating organisation; division of the EU grant; modalities of payments and budget transfers among participating organisations.



Agreement with participants

A contract must be drafted in which the hosting , supporting organisation and the volunteer will sign that they both agree to follow and respect each other. In the contract, the hosting organisation signs for the rights of the volunteers and must provide the volunteer with everything the volunteer has signed for. On the other hand, the volunteer signs for the rules and practices that the hosting organisation follows and to abide by everything the project entails what is stated in the contract. All financial aspects as well as how many working hours the volunteer will work, (usually up to 35 hours), must be specified in the contract.

Some Tips When you Mentoring ESC volunteers

- Meet virtually with the volunteer before their arrival. Let them know your face or your voice.
- Pick the volunteer from the airport, train or the bus station.
- Learn about possible allergies, particular difficulties that volunteers might have.
- Make sure that you explain your boundaries. Make a common understanding of how the communication should be.
- Learn about the country of the volunteer is coming from, history, and important things.
- Ask them to teach you cultural aspects of their country.
- Present them Youthpass and work together on the key competences.
- Let them know about the regulations, rules, and laws of the hosting country.
- Give time to talk about his/her/their needs, feelings and expectations each month.
- Invite the volunteers to your home and cook together traditional dishes.
- Helping them to buy a SIM card.
- Know their birthday and celebrate it.
- Take volunteers along on workouts or walks to discover new areas.
- Say thank you and appreciate their contribution to your NGO.
- Ask feedback about your work.

OLS AND CIGNA

OLS

Online Language Support (OLS) is an online platform to help volunteers improve their language skills. It will be available for all European Union languages; Bulgarian, Czech, Danish, German, Greek, English, Estonian, Spanish, Finnish, French, Irish Gaelic, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian and Swedish.

On top of this, OLS will also be available in the official languages of Erasmus+ and European Solidarity Corps programme countries: Icelandic, Macedonian, Norwegian, Serbian and Turkish. After accessing OLS, volunteers will be tested on their linguistic level in the language they are going to use in their country of destination.

In the past hosting NGO needed to give course permission to the volunteers but right now, volunteers can access the OLS immediately through the EU Academy web page. Volunteers need to enter the platform with the same password that they enter the EU youth portal. <https://academy.europa.eu/courses/getting-started-for-ols-learners>

CIGNA

The ESC has specific world coverage insurance for the volunteers which begins on the day of departure and ends two months after the return. During these two months, the insurance will only be valid in the two sending and receiving countries.

When you send an offer to a selected volunteer through EU Youth Portal and the volunteer accepts it, Cigna number will be created automatically in the system. Only coordinating organisations could enrol participants to Cigna.

If you choose volunteers who need a visa to enter your country, they will need insurance to obtain their visa. Insurance will be one of the documents asked by the embassy. In this case, selected volunteers can use the Cigna insurance. If you contact Customer Service Representatives through (clientservice2@cigna.com) will then create an individual insurance certificate for the volunteer.

If you work with volunteers coming from EU countries also you can inform them about the European Health card (EHIC) and require them to apply for it before coming to the project. The European Health Insurance Card is a free and individual card that provides access to medically necessary healthcare under the same conditions and at the same cost as in the home country. For more information: <https://ec.europa.eu/social/main.jsp?catId=559>.

Volunteers can be complementary or primary insured plan members. Complementary plan members are volunteers who have a European Health Insurance Card (EHIC). With this plan, Cigna does not replace your national social security scheme or your primary statutory insurance, but provides complementary cover. While visiting a health care provider the volunteer needs to show the EHIC card and pay other remaining expenses themselves. It is important to take an invoice for the payment, because after that the volunteer can make a claim on Cigna's online platform and get the money back from the insurance. This also applies to prescription medicine – the volunteer needs to get a certification of the diagnosis and prescription of the medicine, upload them to Cigna's online platform and make a claim.

The volunteers who don't have EHIC must have a primary cover by Cigna. For that they need to contact clientservice2@cigna.com and send them a formal document from their social security office or national system stating the reason why they are not eligible for an EHIC card. Then their category will be changed from complementary to primary. When visiting a doctor or another healthcare provider, they need to pay the bill themselves and claim the expenses from Cigna afterwards (the required documents for the claim are the same as for a complementary plan). In case of hospitalisation, emergency or accident Cigna will arrange direct payment.

Please note that participants will be covered by a different insurance provider depending on the period in which their project takes place. CIGNA insurance is valid for 2018-2020 projects that are taking place under the Multiannual Financial Framework 2014-2020 and for projects that started before 7 February 2023 under the current 2021-2027, Henner insurance is valid for projects taking place under the current 2021-2027.

ESC BUDGET

Managing an ESC Project Budget is a kind of simple task. The EU simplified the job.

As beneficiary of ESC project, you need to manage 3 main issues:

1. Economic agreement with the Supporting Organization.
2. Volunteers travel, allowance, and local transportation.
3. Volunteers pocket money.

01

ECONOMIC AGREEMENT WITH THE SUPPORTING ORGANIZATION (SO)

You negotiate the specific amount based on the specific tasks that the SO is willing to do, especially for long term volunteers, organisational costs may be not enough, depends on the needs of the selected volunteer .

02

VOLUNTEERS TRAVEL, ALLOWANCE AND LOCAL TRANSPORTATION

You agree with the volunteer specific dates of arrival and leave, and the best way to get to your place. For travelling, you may check the EU distance calculator in Erasmus+ website:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Recommendation: You may suggest to use green transportation for travelling to reduce carbon print. And for local transportation, you may provide a bike.

You have several options about the travel payment:

- Reimbursement after the volunteer gives you the bills and travel documents.
- Pay directly for the travel for the volunteer.
- Pay partially, for example trains within your country.

Analyse your situation and every volunteer's for the right decision.

For allowance, you will cover expenditures for living in normal conditions: a room, electricity, Internet, etc. Analyse the options in your location, and choose the best way for you and the volunteer. For example, to rent a room in a flat with other young people of similar ages, or rent a flat only for ESC volunteers.

03

VOLUNTEERS POCKET MONEY

There is a fixed amount in every country that you provide monthly to the volunteer by bank transfer if you want to keep a transparent track.

RECOMMENDATIONS:

1. Include this information in the formal agreement.
2. Check that non EU volunteers know how to manage euros.
3. Check out EU volunteers know how to manage other money currency. You can show them biggest and lowest currency in your country.
4. Check if help is needed to manage money when a young person lives alone or independent for the first time.
5. You can encourage them to use some applications to help them keep updated with their expenditures.
6. If you have volunteers who can not control their budget, you can suggest them to give their pocket money weekly.
7. Let volunteers understand the difference between needs and wants, then help them to focus on the essentials first.



RECOGNITION OF LEARNING OUTCOMES

Youthpass is a process for young people to become aware of their learning journey when taking part in a project under the Erasmus+ or European Solidarity Corps programmes. The process leads to a Youthpass certificate that recognises participants' learning achievements and incorporates their self-assessment. Youthpass is part of the European Commission's strategy to foster the recognition of non-formal and informal learning.

While volunteers are working on their Youthpass together with a mentor, project participants are given an opportunity to describe what they have done in their project and which competences they have acquired. Thus, Youthpass helps them to reflect on their personal non-formal and informal learning process and outcomes.

Youthpass also supports the employability of volunteers and youth workers by raising awareness of their competences and helping them to describe them in the certificate.

We strongly suggest you to give awareness about Youthpass competences to volunteers in the beginning of their project. Support person overview the competences of the youthpass together with volunteers. Giving specific examples for each competence will definitely help volunteers to understand the concept better.

Volunteers can have a digital diary to collect their learning each week. For example each Friday can be chosen as reflection time and volunteers take note of what they learn. They can use free digital tools to write notes, such as Google keep or Notion. <https://www.notion.so>

Remember, mentor is responsible for the volunteer's learning process and support in YOUTHPASS filling. Mentor helps a volunteer to name his/her own competencies.

During the volunteering process, you can talk about learning of the volunteers and motivate them to keep the diary. At the end of the project, it is also recommended to send the Youthpass link around 3 weeks before the project ends, so volunteers will have enough time to fill it.

WHAT CAN YOU DO, WHEN A VOLUNTEER IS IN A CRISIS OR CONFLICT WITH SOMEONE?

Speaking about crisis management is important. Crisis and all the emotions that volunteers deal with are natural transitions. If conflict situations appear between volunteers and other people, so volunteer is the only one who can solve it. Help them understand. Do not take volunteer's responsibility.

How to manage?

Create open communication; take the first step; stay neutral, do not take sides; use empathy tools; clear and rational understanding of the real situation; Respect.

Using 6 thinking hats technique can be very useful while you are looking for solutions.

How to solve it?

Listen to all conflict sides; make a clear plan and agreements; be open and flexible for solutions; do follow ups on the agreement you did.

What can you do, when a volunteer is in a crisis or conflict with a mentor or tutor?

It is important you make the first step and find a way with the volunteer. Do not take it personally, sometimes problems can occur because of misunderstanding and cultural differences. Use problem solving questions and make a plan how you two will solve this situation;

Think about these questions together:

What is the real problem in this situation?

Who is involved in the situation?

Name the feelings.

For how long has this problem existed?

What was done (if it was) to solve it? By whom? What can be done to solve it?

Name responsible persons and concrete actions for the future.

WORKSHOPS FROM THE TRAINING COURSE

WORKSHOP 1

VOLUNTEER SELECTION PROCESS & PRE-DEPARTURE PREPARATION TOOLS

Objectives:

- To describe in detail the stages of a volunteer before starting their ESC project.
- To analyse possible conflict situations.
- To share good practices.
- To develop creativity skills through role-play.



2h

Materials:

- **5 cases** printed in separated A4 papers, one per group.

Timing:

- (10min) Introduction and explanation of the activity.
- (40min) Preparation of the sketch.
- (50min) Presentation of the sketches and analysing the situations.
- (20min) Debriefing, feedback from participants and closure of the activity.

Description:

The participants will be asked to perform a given situation on a paper. They will have to create a 1-minute sketch role-playing that situation, using their imagination and creativity. After each group performs its sketch, all the group will analyse the situation and give feedback and possible solutions if a problem is exposed during the performance.

Case 1 : Preparation of the material for the call for participants

Context: your organisation got approval from the National Agency for your European Solidarity Corps project. It is a long term ESC project. Now it is your time to collect candidates and start the selection process of ESC volunteers. As you already have local volunteers in your organisation, you decide to count on their opinion and involve them in the preparation of the information and selection process of the future volunteers.

Basic information of the project:

- Volunteers: 2 (1 from Spain and 1 from Italy)
- Duration: 8 months, from July 2023 till March 2024
- Location: small community in an island of Croatia

Case 2 : Interview with candidates

Context: You have already pre-selected several participants from the long list of candidates for your approved long-term ESC project. You have a meeting with a Spanish candidate through Zoom. It's the time of the meeting, but you don't receive any news from the volunteer. You are writing messages through Zoom to the candidate but even after 30 minutes from the meeting time, you still have not received any feedback.

Case 3 : Pre-departure training

Context: You have already selected the candidate that will become your next ESC volunteer. Before the volunteer joins your project, they must receive some information and instructions called "pre-departure training". You have already agreed with the supporting organization that they will be in charge of doing this training, as they can do it in the mother tongue of the volunteer and they can teach all that important information to the volunteer.

Basic information of the project:

- Duration: 8 months, from July 2023 till March 2024
- Location: Ankara - Beypazarı

Case 4 : Arrival of the volunteer

Context: the volunteer that you have been waiting for your ESC project is about landing in your country! You gave them instructions on how to arrive on the island where they will develop their project and live for the next 8 months. Unfortunately, it is hard to arrive on the island because of the lack of transport that connects the island and mainland. In addition, the volunteer is arriving in the evening, and will probably lose the connection ship that takes them closer to the island.

Location: Hiiuma island-Estonia

Case 5 : Arrangements when the volunteer arrived

Context: the volunteer that you have been waiting for your ESC project is already in town! You are very excited to let them know all they need: accommodation, market, the office, etc. The volunteer will also be very excited to know the employees, local people and other volunteers. Moreover, as it is mandatory, you will have to make some arrangements with them regarding legal residence in the country going to the police station. And do not forget to show them the first tasks and activities they will be involved in, and basic information about the project: task agreement, money that they will receive, etc.

WORKSHOPS FROM TRAINING COURSE

WORKSHOP 2

HOW TO SOLVE CONFLICT SITUATIONS?

Objectives:

- To analyse possible conflict situations during the project of an ESC volunteer.
- To share good practices.
- To share tools for nonviolent communication and problem solving.
- To raise awareness about the misunderstanding in conflict situations and intercultural understanding.



2h

Materials: 3 simple sentences for the game of the broken telephone, tools for problem solving projection.

Timing:

- (40min) Introduction and playing the broken telephone game.
- (10min) Debriefing of the game and linking to the topic of the session.
- (20min) Presentation of the tools for problem solving.
- (40min) Working in smaller groups to solve a problem with one of the methods.
- (10min) Debriefing, feedback from participants and closure of the activity.

Description:

Broken telephone game: participants will be divided in two groups. They will have to be in a line. They will be asked to not look back unless the person in their back calls them. The last person of the line will read a message facilitated by the trainer. This person will mimic the message read to the next person of the line. Once the message is passed, the next person will call the next one in front, and pass the message again with mimicry, and so on till the end of the line. The last person receiving the message will have to say out loud the message received in a sentence.

Example sentences are:

1. Cut a slice of bread and put Nutella on it
2. Parking your car in a narrow slot, and do backwards
3. Arriving to the beach and put the umbrella to cover from sun

Example debriefing questions:

1. What do you think about the game?
2. How simple was the message?







After the game, the next block of the activity will be focused on tools for problem solving. The facilitator explains a presentation about the **method of thinking hats of Edward de Bono**, and 7 steps for problem solving. Participants will come up with a conflict situation and they will have to solve it with one of the tools explained before.



Further information on Edward de Bono’s method: the “Six Thinking Hats” is an effective method for problem solving. The team that is facing a problem reunites and, using “parallel thinking” (which means everyone looks at the same aspect of a problem at the same time, considering everyone’s opinion on the same level), tries to find a solution. The “six hats” represent which aspect of the problem is being analysed and by choosing one of them, the team shifts its focus to that particular aspect that each hat indicates.

- The blue hat is responsible for managing the entire thinking process, setting the agenda for the discussion and keeping track of ideas and conclusions. For its managing purposes, this hat can be “worn” two times in the process, in the beginning and in the end;

- The white hat represents the process of gathering objective information, both the ones that the team already has and the ones that are still missing and needs to be found somewhere;
- The green hat is the one for creative thinking and it helps to brainstorm a wide range of ideas that can be analysed;
- The yellow hat helps with looking at an issue with optimism while asserting the benefits that the team members might get from the ideas that they have come up with;
- The red hat helps to express feelings, instincts and emotions freely, without needing a logical explanation;
- The black hat is used to address difficulties, dangers, potential problems, concerns and to point out things that could go wrong in a rational way;

					
<p>What needs to be resolved? How should we define the problem? What are the goals or desired outcomes? How will the process of using each hat go? What kind of decision shall we arrive at?</p>	<p>What data is available? What information is required? What information is missing? What needs to be done to gather such information? What questions need to be asked?</p>	<p>Are there thought experiments we can do? Is it possible to explore new ideas or opportunities? What are the other options we have to carry this out? What kind of risks are we willing or able to accept?</p>	<p>Are there any opportunities for the green hat to expand on to show a clearer way of achieving the desired outcomes? How can we lay down the factors that would make this idea beneficial or successful?</p>	<p>How do we feel about the possible choices we will make? What are our gut feelings about the idea we are proposing? What kind of emotions does this idea bring out? What does our intuition say about the solution?</p>	<p>What are the possible failure scenarios? How do we identify the idea's fatal flaws? What are the potential risks and consequences we are likely to face? What are the reasons why we should not proceed?</p>

WORKSHOPS FROM THE TRAINING COURSE

WORKSHOP 3

LET'S ESC YOU

Objectives:

- To learn about responsible people and position them in ESC projects.
- To understand the relationship between tutor, mentor and sending organisation.
- To develop empathy skills to each position in ESC projects and be flexible for compromises.



95 - 100 minutes

Materials:

- blindfold (you can use scarf or mask to close the eyes of the selected people)
- scissors, glue, printing picture of cube

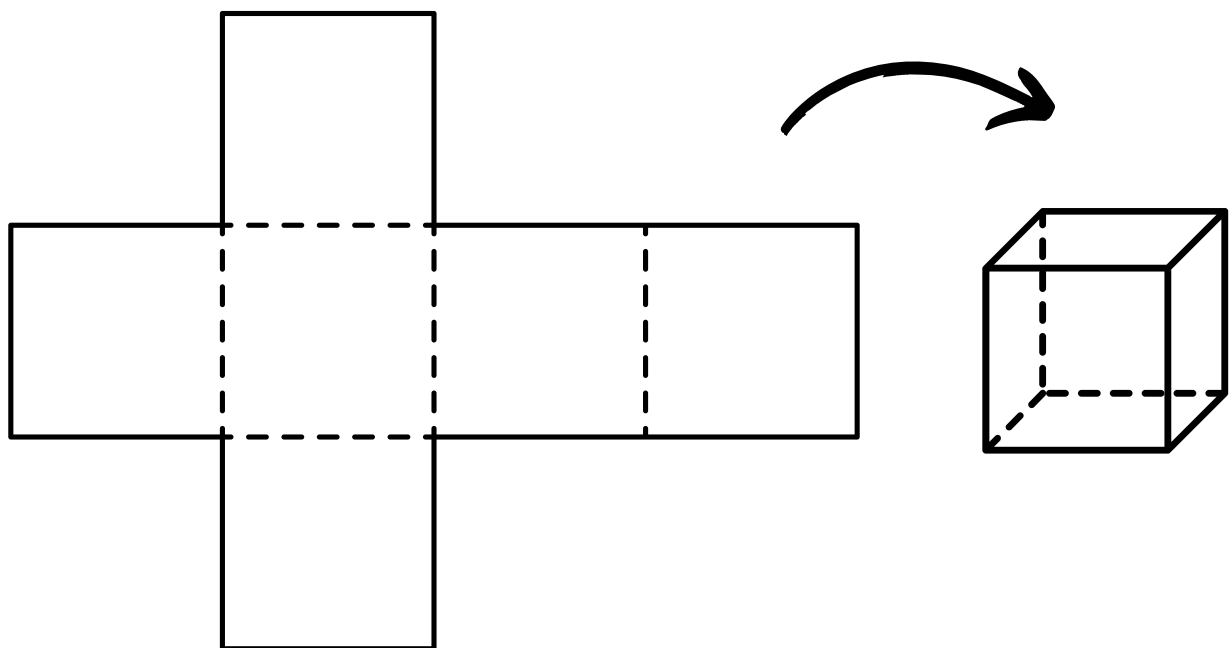
Timing:

- (10min) Deciding who represent volunteers, mentors, tutors and supporting NGOs
- (5min) Invite all the people who represent supporting NGOs and give them explanation of the activity
- (5min) Sending NGOs go for their volunteer, mentor and tutor and share the information.
- (10-15 min) People representing volunteers, start walking around activity room eyes closed, they got directions from their mentor and tutor.
- (20min) Eye closed person (volunteer) cuts the printed cube and glues it with the help of mentor and tutor.
- (45min) Debriefing, feedback from participants and closure of the activity.

Description:

- It depends on the size of the group you are working, you will decide the number of volunteers, mentors, tutors and supporting NGOs you will select.
- Let's imagine we work with 24 participants. Trainer should select the volunteers first.
- You can simply ask your participants that we are in ESC Training and it is about volunteering, and you need 6 volunteers and they can raise their hands (motivate them to be a volunteer). Give eye masks or scarves to the participants who represent volunteers, they should have their eyes closed from the beginning till end of the game.
- Later, continue selecting 6 mentors, 6 tutors and 6 supporting NGOs.
- You should create small groups of 1 volunteer, 1 mentor, 1 tutor and 1 supporting NGO.
- In total you will have 6 small groups.
- Trainer of the activity will invite participants who took the role of sending NGO and explain to them the game. Our game is very simple. Volunteers, eye closed, will make a small walk (around 10 minutes) in the activity room with the help of their mentors and tutors. Later they will sit behind the table and they need to complete a small task.
- Role of the Supporting NGO in this game is to listen to the information and transfer it to mentor & tutor and the volunteer. Also during the game supporting NGO can observe the process and ask the volunteer feelings and give motivation if it is needed.
- Supporting NGOs who have information, they go to their groups and explain the game.
- Game starts, and the mentor and tutor should give help to volunteers. The people who represent the mentor should show personal support and motivate the volunteer during his/her experiential learning. While the tutor is holding the arm or hand of the volunteer and informs about the difficulties on the way. Give comments as turn left, go back, stop...

- When the given time is finished for walking, volunteer, mentor and tutor sit behind the table prepared for them. Table with scissors, glue and printing. Volunteers keep her/his eyes closed and gets instructions from the mentor and tutor and starts cutting the cube. There is only 1 rule here. Mentor and tutor should not touch the paper or hand of the volunteer. They need to find a way to communicate and work mutually. Sending NGO representatives can help the process or just observing.
- It is important that for each small team, the tables are separated so they can focus better their group and do not distract by the other groups.
- Each group will have 20 minutes to cut the cube and glue it.
- During this process control the teams that they do not touch the paper or hand of the volunteer. Directions should only be given by talking.



After the activity:

- Sit in a circle. In a big group ask the feelings of each participant who represents a volunteer, mentor, tutor and sending NGO. How was the communication built up between mentors & tutors and volunteers? What worked? Did they change their attitude to create better communication?
- Later on go with the responsibility of each person in ESC projects.
- Mentor is someone from coordinating-supporting or hosting NGO and he /she is responsible for, volunteer`s learning process (Youthpass), volunteer`s integration in community, volunteer`s personal support.
- Tutor is from a hosting NGO and he/she is responsible for volunteer`s integration in organisation, conditions in organisation, schedule, activities, dissemination.
- Supporting NGOs person is from a sending-supporting organisation and he/she is responsible for preparation of the volunteer, support during and after volunteering, dissemination.
- Coordinator is from coordinating-supporting NGO and he/she is responsible for: management of the project, logistics, facilitation, mentoring for hosting NGO, evaluation and dissemination.
- Volunteers can be found on the EU Youth portal or by sending - supporting NGO. He / she is responsible for application for the project, participation in selection procedure, contribution to the activities of hosting NGO, dissemination.



LİMİT GÖKYÜZÜNDE

Coordinator of this training course is called Limit Gökyüzünde. It was established in 2013 by a group of university students who organised various activities for fewer opportunity youth at the local level.

We are an informal group of young people, located in Ankara. We aim to support, inspire and engage young people all over Europe to develop their social skills and empower them to achieve their dreams. Promote youth work and inspire young people to organise their own projects.

In this project we collaborated with Italy (Associazione E.In.E.) , Greece (Fabrika Athens), Hungary (Youth Bridges, Ifjúsági Szolgáltatók Országos Szövetsége), Spain (Asociación Juvenil Inter), Estonia (MTÜ Edela Eesti Arenduskeskus), North Macedonia (Association for volunteerism Volonterski Centar Skopje), France (Cap Cultural) and Romania (GEYC Mobility Center).

If you want to go deeper about ESC projects we recommend you to read ESC guide first.

SOME USEFUL LINKS:

https://youth.europa.eu/solidarity_en

<https://www.salto-youth.net>

https://youth.europa.eu/d8/sites/default/files/inline-files/european_solidarity_corps_guide_2023_en.pdf



limitgokyuzundeprojects



Limit Gökyüzünde



<https://youtu.be/6DaKEHXzpgs>

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